

# CENTRAL CALIFORNIA AREA ASSEMBLY

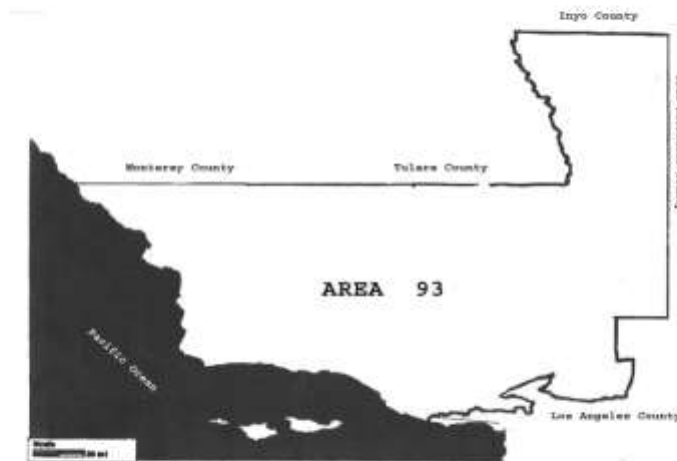
(CCAA 93)

## GUIDELINES

FOR THE CENTRAL CALIFORNIA AREA ASSEMBLY (CCAA)  
OF ALCOHOLICS ANONYMOUS (AA) DELEGATE AREA 93

This information is meant to be guidelines for conducting CCAA business.  
This is not intended to be a rule book, but guidelines that grow with  
generations to come.

You may download the most current copy at our website: [area93.org](http://area93.org)



**APPROVED NOVEMBER 17, 2013**

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**COMMITTEE DESCRIPTIONS ARE CONTAINED IN SEPARATE DOCUMENTS MAINTAINED IN AREA CHAIRMAN HANDBOOK TOGETHER WITH COMPOSITION, SCOPE AND PROCEDURE DOCUMENT FOR EACH COMMITTEE.**

## GUIDELINES

### FOR THE CENTRAL CALIFORNIA AREA ASSEMBLY (CCAA) OF ALCOHOLICS ANONYMOUS (AA) DELEGATE AREA 93

#### **PURPOSE**

1. These guidelines are intended to be general, flexible guidelines, (not a rulebook), enabling CCAA and its members to conduct their business. The one true guiding voice will always be found in our group conscience.
2. The purpose and business of General Service areas are described in “The A.A. Service Manual with Twelve Concepts for World Service.”

#### **CHANGES TO THE CCAA GUIDELINES**

1. Changes must be approved by two-thirds of the eligible votes cast at each of two consecutive assemblies. These changes are not retroactive and will be effective upon second approval.

#### **A – MEETINGS, MEMBERSHIP and OFFICERS**

##### **1. Area Assemblies:**

**a. In the Area, CCAA will hold four Area Assemblies per year on the third Sunday of the month in the months of February, May, August and November. In addition to the Assemblies there will be a one day Pre-Conference Workshop held on the third Sunday of the month in March to facilitate the delegate receiving Area Group Conscience discussions prior to the General Service Conference.**

b. Those eligible to vote at Area assemblies are: Area Committee members, General Service Representatives (GSRs) or their Alternates, the CCAA Liaison to the Area Central Offices, Liaisons from Central Offices in the Central California Area and the Liaisons to and from Central California H&I Intergroup and CCAA Past Delegates.

##### **2. Area Committee Meetings:**

**a. CCAA will hold four Area Committee Meetings per year on the third Sunday of the month in the months of January, April, July and October.**

b. Those eligible to vote are: Area Officers, District Committee Members (DCMs), District Committee Member Chairpersons (DCMCs), Standing and Ad Hoc Committee Chairpersons, Liaisons, or their Alternates, and CCAA Past Delegates.

**3. Steering Committee Meeting:** The standing Area committee chairmen, Area officers, and past delegates will meet as a steering committee; and these meetings will be announced by the Area Chairman. The frequency of these meetings is determined by the Area Chairman after conferring with other members.

#### **CCAA MEMBERSHIP**

(Where the AA Service Manual describes the duties, these guidelines incorporate those descriptions, with the following supplements.) All Area Committee Members and all GSRs.

#### **OFFICER DUTIES IN AREA 93**

**a. Delegate:** The Delegate’s position exacts a great deal of time and work. (See Chapter VI of the AA Service Manual). The Delegate is the liaison to our General Service Office (GSO) and to other Areas in the United States and Canada. In addition, the Delegate shall

produce an article for each Newsletter as well as after each Area Election provide names and contact information for all newly elected Area Officers to the GSO.

**b. Alternate Delegate:** (See Chapter VI of the AA Service Manual) and:

- i. Conduct an orientation for new GSRs before each Area Assembly;
- ii. Prepare a program for, and chair, the annual Pre-Conference Topic Workshop;
- iii. Act as Liaison to the Southern California AA Convention for the General Service Meeting when the convention is held in our area.
- iv. Act as the Area 93 liaison to the Southern California H&I Intergroup.

**c. Chairperson:** (See Chapter V of the AA Service Manual) and:

- i. Prepare and distribute an agenda to the Area committee members as soon as possible to allow distribution to the members;
- ii. Chair Area Committee Meetings and Area Assemblies;
- iii. Assist the hosting districts with organizing their area assemblies;
- iv. Select two DCMs to represent the Area at the 4-Area DCM Sharing Session Planning Meeting.
- v. Send a letter to each group at the year's end to thank them for their contributions to the Area and inform them how their money was spent.
- vi. After Area Standing Committee chairpersons are appointed, reports the names and contact information of each to the GSO.

**d. Secretary:** (See Chapter V of the AA Service Manual) and:

- i. Take roll call at each Area Assembly and Area committee meeting;
- ii. Produce minutes and as soon as possible deliver a copy to each Area committee member for distribution to GSRs and Standing Committee Chairpersons;
- iv. Prepare any official Area communication and submit to the Area Chair for review and approval.

**e. Treasurer:** See Chapter V of the AA Service Manual, and:

- i. Provide the quarterly financial report to the Area Committee Meeting and submit it for approval at the next Area assembly, with copies available;
- ii. Establish and maintain a permanent account requiring at least two signatures with a multi-branch bank;
- iii. Maintain a set of books accounting for all monies handled;
- iv. Pay expenses required to meet CCAA obligations;
- v. Attend Finance Committee meetings;
- vi. Issue a group contributions report to the Area Committee members on a monthly basis;
- vii. Deposit all non-cash receipts into the Area bank account within three weeks of receipt.

**f. Registrar:** See Chapter V of the AA Service Manual, and:

- i. Develop and maintain records of all groups in the Area, including name, meeting location, time, GSR, and group contact;
- ii. Maintains a current Roster all Area committee members;
- iii. Keeps GSO informed of all changes to the Area Committee Roster;
- iv. Works with Registration Committee on any projects;
- v. Forwards all changes and additions to GSO Records Department in a timely manner to ensure that groups and GSRs receive material from GSO promptly- hopefully all changes are submitted within seven days to GSO.

## **B – ELECTIONS, ABSENCES, COMMITTEES**

### **ELECTIONS**

#### **1. Officers:**

- a. At the Election Assembly each even-numbered year, CCAA officers to be elected are Chairperson, Delegate, Alternate Delegate, Secretary, Treasurer and Registrar;
- b. Qualifications for each are read from the AA Service Manual before the election;
- c. Third Legacy Procedures in the AA Service Manual apply;
- d. Those eligible to be elected are Area Committee members, but no one is eligible to stand for an office in which he or she has ever served a full term in any Area;
- e. Requirements for voting are the same as at the Area assemblies.

#### **2. Regional and Trustee-At-Large Candidates:**

- a. Candidates shall give a verbal service resume in the same manner as our Area Election candidates. The elected candidate shall provide their written resume to the Area Delegate in line with GSO requirements.
- b. Third Legacy procedures in the AA Service Manual apply;
- c. These elections are held as needed to meet GSO deadlines;
- e. Anyone eligible to vote at Area assemblies may vote.

#### **3. Officer Vacancies:**

- a. Should the chairperson become unable to perform normal duties, the delegate chairs a Special Third Legacy Election;
- b. Should the delegate become unable to perform normal duties the line of succession is; alternate delegate, secretary, treasurer, and then registrar. Should the delegate become ready to resume office, he/she notifies the acting delegate and resumes office subject to the approval of the officers. Should the alternate delegate also be unable to continue, the assembly considers electing or appointing an acting secretary, treasurer and/or registrar.
- c. If an officer position becomes vacant in the second half of a Panel, then the officers shall determine if there is time for a Special Election Assembly or if the position should be filled by an appointment. If an appointment is made, the Area Chair shall announce the appointment at the next meeting and the appointment must be verified by the Area Assembly prior to the appointment becoming official.

### **ABSENCES**

**a. Area Officers (elected):** In the case where an officer has two or more absences or he/she has the inability to fulfill their duties, the officer/s may be asked by the current chair (or the delegate in the case of an inactive chairperson) to step down from their current position. A replacement may be elected or appointed by the chairperson with the sense of the Area officers for the remainder of the term of the current panel. In such case that the inactive officer is the Area Delegate, the Alternate Delegate would assume the role.

**b. Area Committee Chairpersons (appointed):** In the case where a committee chairperson has two or more absences or he/she has the inability to fulfill their duties, the Chairperson may be asked by the current Area Chair, with the sense of the Area officers, to step down from their current position.

### **STANDING SERVICE COMMITTEES**

1. Formation, composition and purpose of service committees:

- a. The CCAA Chairperson may form those service committees the officers deem necessary

for the proper functioning of CCAA, the chairperson to announce such formations at the next Area Assembly;

- b. Service committee chairpersons are appointed by the CCAA Chairperson and approved by the officers. It is suggested that these chairpersons not be DCMs or DCMCs in order to keep as many members active as possible;
- c. Details of structure and purpose are contained in separate documents "CCAA Committees Composition, Scope and Procedure," which are contained in the Area Chairman Handbook. The Area chairman shall give the newly appointed Standing Committee chair this document when they begin their position. These documents are always available to any member and shall be posted on CCAA website. Usually the standing committees and subcommittees are: **Archives Committee, Literature/Audio Visual/Newsletter Committee, Cooperation with the Professional Community (CPC) Committee, Treatment Facilities Committee, Finance Committee, Grapevine Committee, LaVina Committee, Guidelines Committee, Public Information/Accessibility/WebSite Committee, Translation Committee, and Registration Committee.**

## **C – ARCHIVIST, WEBMASTER, AD HOC COMMITTEES, LIAISONS**

**AREA ARCHIVIST:** The archivist is responsible for the physical and intellectual integrity of the Area 93 archives collection. The archivist is an appointed, non-rotating position to be reviewed every two years. The Archives Committee Chairperson shall make a recommendation to the Area Chairperson, who with the approval of the Area officers shall appoint the archivist.

**AREA WEBMASTER:** The webmaster is responsible for maintaining and updating the Area 93 website. The webmaster is an appointed, non-rotating position to be reviewed every two years. The Website Committee Chairperson shall make recommendations to the Area Chairperson, who with the approval of the Area officers shall appoint the webmaster.

### **AD HOC COMMITTEES:**

An Ad Hoc Committee is a temporary committee concerned with a particular purpose. It is formed by the CCAA Chairperson with or without a suggestion by the Area Assembly. An Ad Hoc Committee Chairperson is appointed by the Area Chair and approved by the officers. An Ad Hoc Committee remains in existence until its purpose is accomplished or until it is dissolved by the Area Chairperson.

### **LIAISONS FROM C.C.A.A.**

1. A liaison from CCAA to Central California H&I Intergroup is usually the alternate delegate. The liaison attends the annual Central California H&I Conference and Intergroup meetings to represent CCAA and reports to the Area Assembly and Area Committee Meeting on H&I activities of interest or concern to CCAA.
2. A liaison from CCAA to central offices is appointed by the Area Chairperson and approved by the officers. The liaison should have sufficient experience in both General Service and central office activities to relate effectively to each, may chair a meeting with liaisons from central offices and other interested AA members at each Area Assembly;. Maintains contact with all central offices in the Area, and reports to the Area Assembly and Area Committee meetings on central office activities of interest or concern to CCAA.

## **D - OTHER AREA MEETINGS**

**Area Officers Meeting:** An Area Officers Meeting is a closed meeting of the Area officers held only on an as-needed basis. The purpose of the meeting is to address problems which would be inappropriate to address at any other Area meeting. An officers meeting may be called by any elected Area officer. The meeting is then scheduled at a time and place as determined by group conscience. All Central California Area officers are invited to attend. A minimum of four must be present. The meeting is conducted by one of the Central California Area officers. All business is conducted on a group conscience basis and the recommendations are reported at the next Area Assembly.

### **Pre-Conference Topic Workshop**

The purpose is to obtain a consensus of the groups of the Central California Area to assist our area delegate in making informed decisions at the annual General Service Conference. It is held prior to the delegate leaving for the Conference and will be announced with the annual calendar. The current delegate is responsible for inviting the Conference Coordinator for the first year of a new delegate term and therefore, this date may be set a couple of years in advance and the Area Chairperson will work with that date as much as possible. All members of CCAA, invited guests, and other interested AA members attend. The alternate delegate is responsible for the planning of the workshop, including the selection of topics and panel leaders, and the preparation and advance distribution of the printed program. The alternate delegate is guided by the requests of the delegate as to topics and format. Expenses/Proceeds: See current budget, usually the same as any assembly day.

### **4-AREA DCM. SHARING SESSION**

1. General Description: The 4-Area DCM Sharing Session is an annual, one-day forum with a flexible format with Areas 05, 08, 09, put on by and for DCMs and DCMCs. The purpose is to aid DCMs in carrying out their responsibilities and to inform each other on service-related topics. The sharing session encourages an exchange of ideas and cooperative efforts between neighboring areas. It is held annually and is decided by the hosting Area with input from the other three areas. DCMs and their alternates are especially encouraged to attend. The DCM Sharing Session has a Planning Committee made up of one or two representatives from each of the four Areas. The Planning Committee is responsible for the agenda and for inviting scheduled participants. Participants are DCMs or DCMCs drawn equally from each of the four Areas. Each fall, the Central California Area Chairperson selects two DCMs or DCMCs as representatives. These representatives shall keep the Area Chairperson informed of progress and encourage Area participation. When held in the Central California Area, the selected representative chairs the Planning Committee and organizes the Host Committee. The Host Committee is responsible for securing a location in any district. Expenses: The facility rental cost is divided equally between the areas: See current budget.

### **Annual Old Timers Event**

The Old Timers meeting is usually held annually and celebrates long-term sobriety in the Central California Area. Tickets are sold to cover expenses. The purpose is to show our appreciation and gratitude for the "Old Timers" (thirty years+ sober), and to provide an opportunity for them to share, as a group, their experience, strength and hope. It is held customarily around fall and shall be announced with the annual calendar. The date will be decided by the Area Chair. It is the intent that one year it shall be held toward the south

portion of the Area and the following year held towards the northern part of our Area. Our invited guests, the Old Timers, and interested others attend. No one will be turned away for lack of a ticket. The Area Chairperson selects a Host Committee Chairperson who forms a committee that plans the event. This chairperson shall keep the Area Chairperson informed of progress and submits suggested dates and locations to the Area Chair for approval. See current budget; keep things simple; consider potluck with groups providing dishes. The proceeds, if any, go the Area general fund.

### **El Foro de Servicios Generales (Spanish Speaking General Service Forum)**

El Foro de Servicios Generales (the Spanish-Speaking General Service Forum) is planned and hosted by the Spanish-speaking groups on a date and at a location of their choosing, with the Area Chair approving the date as with all Area 93 events. English translation is made available at the Foro. All Area members are encouraged to attend

## **E - RULES OF CONDUCT**

### **AREA ASSEMBLY**

1. General Description: The Area Assembly is the primary General Service meeting of the representatives of the districts in the Central California Area and announced with the annual calendar. Assemblies are rotated throughout the districts.
  - a. Traditionally the assembly begins with registration, then morning sharing sessions for GSRs and DCMs, New GSR orientation, standing committee meetings and lunch.
  - b. Agenda: The agenda is put together at the Area Committee meeting, conducted by the Central California Area chairperson. Typically, the agenda for an assembly includes:
    - i. Reports; of the officers and reports from Standing Committees Program; the program is intended to be directed toward helping GSRs in their service work. Approval of agenda; old business; new business;
    - ii. Good and welfare: Good and welfare is the opportunity for any member to address the assembly as a whole on matters that are of interest to the General Service Area and are not included in an agenda item.

### **Conduct of Assemblies:**

(This section is available as a separate handout, is in the Area Chairman handbook and shall be posted on the CCAA website). The Central California Area Chairperson conducts an orderly meeting following the agenda:

1. The chairperson may announce changes to the agenda and ask for a simple majority approval;
2. The chairperson, at any time, may call for the sense of the assembly to facilitate the proceedings.
  - i. The chairperson entertains motions:
3. A motion can be made by anyone recognized by the chairperson;
4. All motions must be seconded for further action;
5. The chairperson has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following assembly;
6. Following the seconding of a motion, a discussion is held where members of the assembly, when recognized by the chairperson, may address the motion, propose amendments or move to refer it, table it, or call the question;



- a. A motion to amend requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails; discussion then continues either of the original motion or the amended motion;
  - b. A motion to refer is a motion to suspend discussion and consideration of a motion until the next assembly, and to send it to a named committee for the committee's study and recommendation; requires a two-thirds majority. If the motion to refer fails, discussion continues;
  - c. A motion to table is a motion to suspend discussion and consideration of a motion until the next assembly; requires a two-thirds majority. If the motion to table fails, discussion continues;
  - d. A motion to call the question is a motion to end discussion so a vote can be taken on the current motion; requires a two-thirds majority and it cannot be debated. If the motion to call the question fails, discussion continues.
7. Unless tabled or referred to a committee, following the discussion, the chairperson calls for a vote on the motion.

ii. Voting Procedure: a. The motion is restated by the chairperson; b. The chairperson has the discretion to conduct a voice vote, a vote by show of hands, or written ballot; c. For a motion to carry, a two-thirds majority vote is required;

d. When a motion passes or fails, members of the defeated side may speak to their opposition, but may not move *to reconsider the vote*. Subsequently, the chairperson asks if anyone on the prevailing side wishes *to reconsider the original motion* or propose a new motion. *A motion to reconsider a vote may be seconded by anyone. Only a "simple majority" is required.* e. *If the majority votes to reconsider, full discussion, pro and con is resumed (Assembly members are urged to limit discussion to NEW considerations of the question under discussion). No action may be reconsidered twice*

STANDING COMMITTEE POLICIES ARE CONTAINED IN SEPARATE DOCUMENTS MAINTAINED IN AREA CHAIRMAN HANDBOOK TOGETHER WITH COMPOSITION, SCOPE AND PROCEDURE DOCUMENT FOR EACH COMMITTEE.

## **G - WEB SITE**

[www.aaarea93.org](http://www.aaarea93.org) is the official web site of the Central California General Service Area 93 of Alcoholics Anonymous. The web site is an Area 93 Public Information Committee vehicle and in line with the April 1997 General Service P1 Conference action where AA now utilizes electronic media as another method of carrying the AA message. This web site is neither endorsed nor approved by Alcoholics Anonymous World Services Inc. or any given Internet provider; it is an AA service provided solely by the Central California Area 93 Public Information Committee. To adhere to AA's tradition of personal anonymity, last names of AA members and personal e-mail addresses will not be listed.

### **Personal Anonymity and E-mail**

In order to maintain personal anonymity when using the web site, web site users are asked to direct all comments, inquiries, and remarks to the e-mail address listed and they will be contacted via e-mail or postal mail according to the need.

**Public Access**

1. It is recommended that the web site be constructed in such a manner that it be available for viewing by anyone who accesses the Internet through any means and with any system. Care should be taken not to show preference to specific systems, browsers, etc. that would make accessing the site through other means difficult.

**Included Links**

1. In keeping with the AA tradition of non-endorsement, and recognizing the fact that any AA site can and will be accessed by the general public, links to any commercial sources, including those selling religious, institutional and political advocacy sites must be avoided, as AA endorsement of such groups and organizations may mistakenly be implied through such links.
2. The only links that the Area will maintain are to the A. A. World Services, the A. A. Grapevine, and pertinent general service web sites. A statement, "You are leaving the AA approved web site" shall appear where appropriate.
3. Financing and Maintenance. See current budget for finance. Domain Name is registered. The webmaster is appointed by the Area Chairman and the webmaster maintains the website

**(THIS INFORMATION IS AVAILABLE IN AREA CHAIRMAN  
HANDBOOK)**

**APPENDIX 1- HOSTING GUIDELINES**

**SUGGESTIONS FOR HOSTING CCAA ASSEMBLIES**

The following suggestions represent the collective experience of CCAA districts who have hosted assemblies over the past years. The work done during assemblies is an important part of CCAA's overall service work and a well planned and organized assembly makes this day-long event more enjoyable and productive to all the participants.

**PREPARING AND SUBMITTING A BID**

1. Obtain the approval and support of your district, find a facility (see Planning the Event for requirements) and verify that it will be available on the appropriate date.
2. Make a rough estimate of the costs for the facility, food, and incidental expenses to be sure the total will be within our budget. The rent and food amounts may not be interchanged. Since we are self supporting the food budget is planned so that the expense and contributions collected are equal. Complete the Assembly Bid Form (attached); submit a copy to the Area Chairperson before presenting to the Assembly, then present to Area Assembly. Bids for future assemblies are often considered two at a time so plan in advance if you want to submit for both.

Your first priority should be to make definite arrangements to secure the facility. Deposit checks are available from the Area Treasurer and the Area Finance Chairperson can provide you with insurance information. Obtain any forms the facility may require to be filled out. Your district will need to plan for: Set-up and clean-up, signs and information, personnel, parking, coffee and food.

The DCM should keep the CCAA Chairperson updated on the event planning progress. When selecting volunteer workers, remember that this event can provide those who are not normally active in service work a "limited scope" opportunity to see what it is like; so, try to involve people who are not already holding service positions.

The following are some important items of general information, based on the experience of districts that have hosted assemblies, which you may find useful in your planning efforts.

1. Money - see current budget

Our EIN # (tax number) is available from the Area Treasurer. The Area will pay or reimburse the host district for all expenses incurred. Be sure to keep and submit all receipts. Coordinate required cash advances with the Area Treasurer.

2. Insurance

The Area will provide general liability insurance coverage for the event. Contact the Finance Committee Chairperson to obtain certificates of insurance and, when it is required, "additional insured" riders.

3. Facility

The main meeting room should accommodate about 150 people and have tables and chairs for all unless the facility has an auditorium and separate accommodations for eating. A small stage or elevated platform for the officers would be convenient but is not essential. An electrical outlet will be needed for the sound system. Additional breakout/meeting rooms

should be available. Inquire whether or not we will be charged extra for them. Make sure that all areas of the facility that we are using are wheelchair accessible, and verify that wheelchair lifts and elevators, if needed for accessibility, and special restrooms for the handicapped, are operable on the day of the assembly.

#### 4. Food

Keep the meal menus simple. There are usually some supplies available from the previous assembly. Add to these supplies as needed

#### 5. Transport supplies

Be prepared to pick-up these supplies at the assembly prior to the one you are hosting. Flyers and signs. 150 flyers announcing the date and location of the assembly you are hosting, along with easy-to-read maps, should be distributed at the assembly prior to yours. An additional fifty flyers should be distributed at the prior Area Committee Meeting. Easy-to-see exterior signs indicating the route to the facility should be strategically placed at the primary freeway exits, street inter-sections, and in front of the facility (to indicate parking areas). Signs on site should direct people to the registration table, meeting rooms, and rest rooms.

#### 6. Parking

You may want to have a few people to direct traffic in the morning, particularly if the parking arrangements are not obvious, or if the facility has restricted parking.

#### 7. Smoking area and "butt-cans"

Confirm designated smoking areas with the facility and provide "butt-cans" for the smokers.

#### 8 Meeting rooms

Check with Area Chairman as to meeting room requirements

**CCAA ASSEMBLY BID FORM**

Specify Assembly Date \_\_\_\_\_

Bidding District No. \_\_\_\_\_

Site location \_\_\_\_\_

Describe the facility (including parking): \_\_\_\_\_

\_\_\_\_\_

Are breakout rooms available \_\_\_\_\_

Cost of Facility (Including kitchen and janitorial)

\_\_\_\_\_

Cost of food \_\_\_\_\_

Other Expenses \_\_\_\_\_

Total Bid \_\_\_\_\_

Date submitted to Area Committee \_\_\_\_\_

Submitted

By \_\_\_\_\_

Daytime telephone ( ) \_\_\_\_\_

Home telephone ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

## **APPENDIX II- FINANCIAL GUIDELINES**

### **INTRODUCTION**

While it is within the spirit of Alcoholics Anonymous that each of its members give freely of themselves, their time, their talent, and—within reason—their money, the basic intent of these Guidelines is to permit that no member of AA be denied the opportunity to serve the Central California Area Assembly by reason of lack of funds. These Financial Guidelines are not binding in any contractual or legal sense. Members of this Fellowship—as they may so wish and completely at their option—are **NOT REQUIRED** to request the full (or any) reimbursement allowed or allowable. However, in such event, this shall **NOT** be interpreted as a pattern to be followed by others nor a cause for precedent. Submitting expenses will actually help with our financial planning.

### **BUDGET**

An annual budget shall be prepared and approved by the Finance Chairperson (FC) for authorization by the CCAA. This budget shall be based upon historical data and individual and CCAA Committee requests, but balanced against the anticipated revenues of the CCAA. The budget shall allocate moneys for all anticipated normal and regular CCAA meetings and activities of its members

### **AUTHORIZATION**

Approval of a budget by the CCAA shall constitute authorization for the expenditures as provided herein. The Treasurer shall be responsible for assuring that all reimbursements are within authorized budget limitations.

### **MODIFICATION**

In general, any modifications to an authorized budget shall be prepared and approved by the FC, with subsequent submission to the CCAA for their authorization.

### **EMERGENCY**

A majority of the duly elected officers may, in an emergency or when a vote of the CCAA cannot readily be attained, authorize expenditures for suppliers, facilities, items, or activities not covered by the authorized budget. A full report of any and all such emergency action shall be given at the next following meeting of the CCAA.

### **UPPER AND LOWER CASH LIMITS**

The budget shall include a “suggested upper and lower limits” for the monthly total of CCAA account balances.

### **LODGING**

#### **DELEGATE**

The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for any overnight lodging expenses incurred in the performance of Delegate duties.

## OTHERS

For attendance on the two days of a two-day event , if any, those attendees eligible for mileage reimbursement may elect reimbursement for one nights lodging in lieu of mileage for one round trip, but be limited to the actual cost with a maximum of \$100. The round trip must be 150 miles or greater. Expenses for lodging shall be reimbursed for others when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the CCAA. Consideration shall be on an event by event basis.

## MEALS

### POLICY

Reimbursement for meals is intended to recognize and represent only the additional (or difference in) expense incurred by eating away from home, rather than the full cost of meals.

*The basis of reimbursement for meal expenses shall be The IRS daily allowable to be determined annually on January 1, for partial days, 22% for breakfast, 28% for lunch, and 50% for dinner, and shall be allowed only for trips requiring that a member be away from his or her home.*

### DELEGATE AND ALTERNATE DELEGATE

The Delegate and the Alternate Delegate shall be reimbursed for all meals in conjunction with attendance at the PRAASA. Meal expense reimbursement shall be on the basis of the stated Policy except that the full cost of any banquet attended as a part of the PRAASA shall be reimbursed in full.

### DELEGATE

The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for all meals in conjunction with attendance at any AA event. Meal expense reimbursement shall be on the basis of the stated Policy except that the full cost of any banquet attended as a part of the AA event shall be reimbursed in full.

## OTHERS

Expenses for meals shall be reimbursed for others when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the CCAA. Consideration shall be on an event by event basis and reimbursement, if any, shall be in accordance with the stated Policy.

## MILEAGE

It is the intent to recognize that large numbers of miles driven by any member of the fellowship of AA are clearly more than “casual twelve step” driving and do, in many cases, accelerate depreciation of equipment with attendant expenses.

*An accelerated schedule shall provide mileage expense reimbursement at the rate of 65% of the IRS Standard Business Rate to be determined annually on January 1. Reimbursement is per car driven, that is. If more than one eligible individual travels in a vehicle, only one of them may receive reimbursement. Mileage reimbursement checks, or other reimbursement checks, will not be issued at the Area Assembly or Area Committee Meeting except in the event of special circumstances only.*

## DELEGATE

The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for all actual miles driven **IN THE COURSE OF CCAA BUSINESS**.

## OTHER CCAA OFFICERS

Any of the other members of the Steering Committee (or their alternate in the exercise of Steering Committee duties) who, **IN THE COURSE OF CCAA BUSINESS**, attends any AA activity shall be eligible to be reimbursed for actual miles driven.

## STANDING AND AD HOC COMMITTEES

Each CCAA committee may, upon its own determination, reimburse its members for travel **CONNECTED WITH COMMITTEE BUSINESS** provided that such reimbursement is within the authorized budget for that committee. Reimbursement, if any, shall be in accordance with the stated policy and shall be limited to actual miles driven.

## DISTRICT COMMITTEE MEMBERS

DCMs (and DCMCs) (or their alternates in the exercise of the DCM or DCMC duties) who attend a meeting of the CCAA shall be eligible to be reimbursed for actual miles, if their district is not able to support them, based on current travel policy.

## PAST DELEGATES

Past Delegates who attend a meeting of the CCAA shall be eligible to be reimbursed for actual miles in accordance with mileage policy.

## OTHERS

Expenses for miles driven shall be reimbursed for others when, following review by the FC, authorized by either the Steering Committee or from the floor of the CCAA consideration shall be on a case-by-case basis. Reimbursement, if any, shall be in accordance with the stated policy and shall be limited to actual miles driven

## RECORDS

The Treasurer shall obtain appropriate justification for mileage reimbursement and shall record calendar year individual event and cumulative miles reimbursed for each member.



## **SPECIAL EVENTS**

### **GENERAL**

Certain extraordinary expenses related to attendance at AA functions, which are (often) not local, may be reimbursed. Generally, these relate to expenses, which are not specifically treated elsewhere in these Guidelines (for example: transportation by other than personal auto). All reimbursements are subject to cost and availability of funds within the authorized budget.

### **PRAASA**

Other expenses (not specifically treated elsewhere in these Guidelines) of the Delegate and

Alternate Delegate shall be paid in full to attend the PRAASA. Additionally, specified allowances may be authorized by the CCAA for attendance at the PRAASA by other members of the Area Committee (or their acknowledged alternates) and/or others.

### **FORUM, et al**

Expenses incurred by the Delegate (or their alternate, in the exercise of Delegate duties) to attend a Regional Forum or any other non local AA event (for example: an AA World Services Intergroup Seminar or a multiple-area workshop) may be reimbursed. Similarly, specified allowances for attendance at non local AA events by other members of the Area Committee (or their acknowledged alternates) and/or others may be, following review by the FC, authorized by either the Steering Committee or from the floor of the CCAA.

## **COMMITTEES**

### **POLICY**

The budget shall provide for the anticipated financial resource requirements of each of the standing CCAA Committees. Use of moneys budgeted for specific types of expenditures by a CCAA Committee shall, within reason and with prudence, be at the option of that committee.

### **CASH CONTRIBUTIONS**

A minimum of two finance committee members shall count and/or verify total food kitty moneys collected; these count results shall be announced during the respective meeting. All cash contributions (e.g. food kitty, group contributions, 93 News, Grapevine etc.) will be received by the FC and deposited by a member of the CCAA, other than the Treasurer, designated by the FC within one week.

### **INSURANCE**

The CCAA shall use reasonable efforts to seek, obtain, and retain Property Damage and Bodily Injury Liability Insurance, in an appropriate amount. This insurance shall provide coverage, at a minimum, for CCAA events (as opposed to district or group events) such as: assembly meetings and Pre Conference Workshop annually Area committee meetings; and official Area 93 events.

## PROFESSIONAL ASSISTANCE.

i. All tax returns and other reports to the government are a responsibility of the CCAA treasurer. The Finance Committee has the responsibility to ascertain that the tax returns and annual reports are filed at the appropriate times. The necessary documents are prepared by a Certified Public Accountant under the cognizance of the treasurer and another Area officer and/or the Finance Committee chair;

ii. Legal professional assistance is the responsibility of the CCAA chairperson who consults with other officers, the Finance Committee chair, and others as appropriate. The CCAA chair negotiates for the services of a legal professional or group and acts as the principal liaison;

iii. Fees are associated with professional assistance for the returns, legal affairs and possibly other matters. The fees are paid by the treasurer in accordance with current budget or current need. Fees need not be proposed in the annual budget.

## FINANCES

1. The finances of CCAA are discussed below in terms of priorities, income, annual budget, upper and lower cash balances and expenditures. CCAA financial policy is described in detail in the Finance section of this document.

2. Though priorities are necessary for fulfillment of the CCAA purpose, the ideal with respect to reimbursement is that no AA member be denied the opportunity to serve CCAA due to lack of funds. The priorities are:

- a. Full funding of the delegate at the annual General Service Conference;
- b. Necessary Assembly expenses;
- c. Other work of the officers;
- d. Work of the standing committees;
- e. Partial Travel reimbursement to Area Committee members for attendance at Area Assemblies, Area Committee meetings, PRAASA, Forums, etc.

3. Primary income sources are group contributions.

4. The annual budget for the next calendar year is submitted at the 2nd to last assembly of the year, with copies for assembly and is voted on at the last assembly of the year. The budget is based mainly on past budgets and financial reports plus input from the officers and standing committees.

5. Upper and lower cash balance limits have historically been \$10,000.00 lower cash limit and \$25,000.00 upper cash limit but changes can be recommended by the Finance Committee, presented to the Assembly for approval, and included on the quarterly financial report and the proposed and final budgets. A persistent cash balance above the upper limit requires CCAA action for application of the excess funds, a persistent cash balance below the lower limit requires CCAA action to replenish the deficiency.

6. All CCAA expenditures are made in accordance with financial guidelines